

## **CITY OF BURBANK**

### **ANIMAL CONTROL OFFICER**

#### **DEFINITION**

Under direction, to respond to calls regarding animals; to assist in the performance of a variety of duties in the animal shelter; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Drives vehicles in patrolling the streets and picking up stray and unregistered animals; investigates complaints involving animals; picks up animals reported as sick or dead; removes animals from under buildings, on roofs, and in trees; receives animals at the animal shelter; processes animal registrations, adoptions and returns; locates animals reported to have bitten humans; cleans kennels and vehicles; feeds and cares for animals; impounds animals in violation of ordinances; keeps records on animals picked up and related work activities; disposes of unclaimed animals; issues citations for failure to comply with applicable laws; appears in court; prepares reports.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the various species of animals and their care; City and State laws governing animal control.
- Ability to - perform the required duties in adequate physical condition; prepare reports; feed and care for animals; detect principal animal sicknesses and diseases; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.